

<p>Massachusetts Department Of Correction</p> <p>MCI-Cedar Junction PROCEDURE</p>		<p>Superintendent Approval Date</p> <p>9/16/2022</p>	
		<p>Reviewing Authority Approval Date</p> <p>6/23/2020</p>	
<p>Procedure In accordance with:</p> <p>103 CMR 483 Visiting Procedures</p>		<p>Internal Reviewing Authority:</p> <p>Deputy Superintendent of Operations Director of Security</p>	
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I. VISITING PROCEDURES (483.10)

A. Visiting Application Process

1. During the booking process, the newly committed inmate shall indicate a maximum of two (2) individuals who will be allowed to visit prior to the pre-approval process. The inmate shall complete the 40-Day Pre-approved Visitor form during the booking process. The Booking Officer shall then enter the information from this form into IMS, and select 40-day from the drop down box on the family/contact information screen-. The completed form shall be forwarded to the Director of Security's office. The two (2) individuals named on the Pre-approved Visitor Form will still be required to be approved via the below visitor application process within 40 business days or they will be removed.
2. It is the inmate's responsibility to complete the Visitor Listing Form (Attachment 3 from 103 CMR 483) and submit to the Director of Security's office. This form is including in the Inmate Orientation Manual. Inmates at MCI-Cedar Junction are allowed up to eight (8) visitors. The visitor application process shall not begin until attachment 3 has been completed correctly and received in the DOS's office.
3. The inmate shall notify the visitor that their name has been added to the Visitor Listing Form and that they will need to complete the Visitor Application form (attachment 1) along with all required documentation as outlined in the application and send to MCI-Cedar Junction attention Director of Security. The applications are available as Mass.Gov/DOC.
4. Once the application process has been completed, the visitor and inmate shall be notified if approved or denied via Visitor Status Notification form (attachment 4 from 103 CMR 483).

B. Visiting Schedule – General Population (1:00 p.m. – 8:30 p.m.)

1. Visiting periods are conducted from 1:00 p.m. to 4:00 p.m. and 5:00 p.m. to 8:30 p.m., on Sunday, Monday, Tuesday, Wednesday and Thursday for all inmates housed in general population. The Visiting Room is closed on Fridays and Saturdays.
2. MCI-Cedar Junction supports two types of general population visiting status, (e.g. Contact Visits and Non-Contact Visits):

Contact Visits – Inmates assigned to the A-2 and A- 3 housing units will be eligible for contact visits.

Non-Contact Visits – Inmates assigned to Block 1, Block 2, Block 3, Block 4, Block 5, Block 6, Block 7, Block 8, and the A-1 Housing Unit will only be eligible for non-contact visits.

General Population Visiting Schedule

SUNDAY	
NON-CONTACT 1:00 p.m. – 4:00 p.m. B1, B2, B3, B4, B5, B6, B7, B8 and A-1	CONTACT 5:00 p.m. – 8:30 p.m. A-2 and A-3
MONDAY	
NON-CONTACT 1:00 p.m. - 8:30 p.m. B1, B2, B3, B4, B5, B6, B7, B8 and A-1	
TUESDAY	
CONTACT 1:00 p.m. - 8:30 p.m. A-2 and A-3	
WEDNESDAY	
NON-CONTACT 1:00 p.m. - 8:30 p.m. B1, B2, B3, B4, B5, B6, B7, B8 and A-1	
THURSDAY	
CONTACT 1:00 p.m. - 8:30 p.m. A-2 and A-3	
FRIDAY	
CLOSED	
SATURDAY	
CLOSED	

HOLIDAY VISITING SCHEDULE

New Year’s Day, Martin Luther King Day, Washington’s Birthday, Evacuation Day (Suffolk County), Patriot’s Day, Memorial Day, Bunker Hill Day (Suffolk County), Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, Christmas Day.	
NON-CONTACT 1:00 p.m. – 4:00 p.m. B1, B2, B3, B4, B5, B6, B7, B8 and A-1	CONTACT 5:00 p.m. – 8:30 p.m. A2 and A3

3. Due to limited space availability, visitors will be processed on a first-come first-served basis and may be limited to one (1) hour in duration.
4. Visitors must arrive at least thirty minutes prior to the end of the visiting period to be processed.
5. Visitors/inmates will not be allowed to enter inside the facility or exit the Pedestrian Trap/Visiting Room area between the hours of 2:30p.m. and 3:15 p.m., and between 4:00 p.m. and 5:00 p.m. due to operational mandates.
6. Inmates are allowed a maximum number of three (3) visiting periods a week during scheduled visiting hours. **Note:** An inmate may remain in the visiting room throughout both visiting periods if they desire. An inmate who is on a visit for any portion of either period shall be charged with utilization of one visit (e.g. if the visit runs from 2:00 p.m. to 6:00 p.m. then the inmate will be charged with two (2) visiting periods).
 - a. At 4:00 p.m. the visiting room officer in charge (OIC) shall make an announcement that those visitors/inmates wanting to leave prior to the major count at 4:20 p.m. shall do so at this time. Those who choose to remain will be charged another visiting period and may not leave until after the “count” is completed.
 - b. Inmates who remain in the visiting room through a major count shall be placed on an out count request form.
7. Maximum number of visitors allowed per visit four (4) however, only two (2) of the visitors may be adults. Note: For seating purposes only, in the Non-Contact Visiting Room, person(s) that are the age of thirteen (13) or older will be considered an adult. Small children should sit on the lap of the adult. If a child is too large to sit on a lap, he/she may stand. Only one (1) child will be permitted to stand at a time.
8. Visitors may visit for the entire scheduled visiting period. In emergency situations and overcrowding, at the discretion of the shift commander, visits may be limited to no less than one (1) hour in duration to accommodate all visitors. Visits that started earliest will be terminated first (excluding visitors who traveled over 100 miles) to accommodate visitors that are waiting to enter the visiting room, due to overcrowding.
9. Before being admitted to an institution, a visitor shall be required to produce identification which, in the opinion of the admitting officer(s), is adequate. Acceptable identification for adult visitors shall include a current photographic identification, such as a valid state driver's license, a passport, a military identification card or official photographic identification cards originating from

any state or federal agency, including government employee identification cards and Immigration and Customs Enforcement documents. Prior to denying a visitor visiting privileges, or in cases in which the visitor's identification is questioned, the admitting officer shall notify the Shift Commander for final determination. Exceptions may be made by the Superintendent or a designee.

10. Attorney, law student, and paralegal visits will be conducted in one (1) of the three (3) designated attorney-visiting rooms.
11. Visits for inmates admitted to outside hospitals shall require the Superintendent's approval of the facility in which the inmate is housed and be conducted in accordance with 103 DOC 521, Outside Hospital Security Procedures.

C. Special Visits

1. Special visits (e.g., extended hours/visitors) shall be approved by the Superintendent.
2. Special / Extended Visits – may be approved by the Superintendent or his/her designee in unusual or
3. extenuating circumstances such as when a visitor is traveling (over 100 miles) and does not visit often/regularly.
4. Request for an extended/special visit must be submitted in writing to the Superintendent at least forty-eight (48) hours in advance.
5. In the event of a family emergency (e.g. death, etc.) inmate visitor(s) may petition the Superintendent in writing or by telephone to arrange a special visit. The Superintendent will determine the date/time and condition(s) that the visit will take place (if approved).
6. Visitors may only visit one (1) inmate being housed at a correctional facility. Exceptions may be made for visitors when multiple family members are incarcerated at the same or at a separate correctional facility, however, authorization must be requested in writing to the Superintendent of the facility/facilities housing said inmate(s).

D. Department of Children and Families Visits (formerly DSS)

1. When visiting a DOC institution on official business, DCF social workers shall proceed to the Ad. Control Room service window.
2. A Department of Children & Families (DCF)-issued ID card will be an acceptable form of identification. DCF social workers are not required to provide their date of birth, social security number, driver's license, home address or any other form

of personal identifying information to enter the institution, unless they do not have a DCF-issued photo ID card on their person.

3. DCF social workers must indicate whether or not they have ever been convicted of a felony; however, Criminal Offender Record Information (CORI) checks will not be required of DCF social workers as a prerequisite for entry. For this purpose the Daily Visitor Sign-In Sheet (provided by staff at the Ad. Control Room service window) will be utilized.
 - a. Prior to entry, via the Ad. Control service window, DCF social workers shall exchange his/her DCF-issued photo ID card for an Institution Visitor Badge (yellow),
 - b. Upon conclusion of the visit, via the Ad. Control Room service window, DCF social workers are to return the Institution Visitor Badge in exchange for his/her DCF-issued photo ID card.
4. The DCF social worker must provide documentation that the child is in DCF custody. In most cases this will be the form of court order of mittimus. CORI checks will not be required of children in DCF custody as a prerequisite to enter.
5. When accompanied by a child in DCF custody, a DCF social worker may enter the institution with the following items:
 - Clear plastic bottles containing milk, formula, juice and/or water. Glass containers are not permitted.
 - A “diaper bag” (clear plastic zip-lock bag) may contain essential items such as diapers, alcohol-free baby wipes, diaper rash cream, pacifier, blankets, which are subject to search.
 - A DCF social worker may also enter with reasonable amount of paperwork, a pencil, and an appointment book, all of which are subject to search.

E. Minor Consent Forms

1. No child who was a victim of the inmate’s offense shall be authorized to visit without the authorization of the Commissioner or designee.
2. Adults entering with a minor shall have the minor’s original or a copy of the minor’s birth certificate or an official hospital record verifying the birth of the child, the date of birth of the child, and parent information, and if the adult is not the parent or guardian, a copy of the approved Minor Consent Form with them each time they visit.
3. If the adult entering with a minor is the minor’s legal guardian and has a court document indicating they are the appointed legal guardian, they must present that court document, along with a copy of the minor’s birth certificate or an official

hospital record verifying the birth of the child and appropriate identification, each time they visit.

4. An individual that is not the parent or legal guardian of a minor must submit a completed Minor Consent Form (Attachment 2, 103 CMR 483) to the Superintendent, and obtain the Superintendent's approval to bring the minor in to visit prior to visiting. This form is available from the visitor processing officer or the Ad. Control service window or at Mass.Gov/DOC. Staff must verify that there is an approved Minor Consent Form for the minor, and that the individual accompanying the minor has a copy of the approved minor consent form, along with the minor's birth certificate or an official hospital record verifying the birth of the child and appropriate identification.
5. The visitor processing officer shall ensure that the parent entering the facility with a minor presents a notarized copy of the child's birth certificate or an official hospital record verifying the birth of the child and verify that they are the parent noted on said documents.
6. Staff shall ensure that the legal guardian entering the facility with a minor presents a copy of the court document proving they are the minor's legal guardian if they have been court appointed as legal guardian, along with a copy of the child's birth certificate or an official hospital record verifying the birth of the child and appropriate identification.
7. If there is no approved Minor Consent Form on file, the officer will give the individual a blank form and advise them that the minor's parent or legal guardian must complete the form, have the form notarized and then submit the form to the Superintendent with the necessary documentation for approval.
8. If the inmate is the parent of the minor and wishes the minor to visit, the inmate may fill out a Minor Consent Form (Attachment 2, 103 CMR 483), which may be obtained from a unit team member. The inmate must ensure that:
 - a. The form is filled out completely; noting the name and address of the adult that will bring the minor to MCI-Cedar Junction. This form must be notarized.
 - b. A copy of the birth certificate or an official hospital record verifying the birth of the child is provided for attachment to the Minor Consent Form.
9. Once a and b have been completed, the information should be forwarded to the Superintendent for approval. Upon the Superintendent's approval, the form will be returned to the inmate; a copy of same, along with the birth certificate or an official hospital record verifying the birth of the child will be sent to the adult

approved to bring the minor to visit and a copy will be placed on file at visitor processing.

10. If the Minor Consent Form is on file and the individual accompanying the minor is listed as being authorized to bring the child to visit, the minor will be allowed to enter with the accompanying adult.
11. If the minor consent form on file does **not** list the individual accompanying the minor as being authorized to bring the child in, the minor will not be allowed to enter the facility.

F. Vending Machines

At this time, MCI-Cedar Junction does not support the use of vending machines for food and drink consumption while visiting.

G. Inmate Dress Code

1. Inmates entering the visiting area shall wear color coded, two-piece uniform which coincides with their housing assignment except for A-1 inmates (permanent work force) as they are also allowed additional items.

HOUSING UNIT	COLOR (SCRUBS)
A2	Grey (May wear white collared shirt, black pants/jeans and grey sweater)
A3	Grey
Blocks 1, 2, 3, 5, 6, 7, & 8	Green
A1	Green
Ten Block	Red
Department Disciplinary Unit (DDU)	Tan
Behavior Management Unit (BMU)	Maroon
Federal Detainees (B4)	Orange

2. Inmates are allowed to enter the visiting area with a handkerchief, religious medal, medic alert bracelet/necklace, wedding band and their identification card. Legal material will be allowed for attorney visits only.
3. No other items are to be brought to or worn in the visiting area, other than those items approved in the dress code.

II. INSTITUTION RULES AND REGULATIONS (483.06)

- A. All visitors to MCI-Cedar Junction are governed by the rules and regulations for visiting a correctional institution as applicable by M.G.L. c. 124, §1 (b), (c) and (q); c. 127, §36 and 37; c. 268, § 31 and 103 CMR 483, Visiting Procedures. Failure to comply with the rules and regulations of the Commonwealth of Massachusetts and Department of Correction may result in, and not be limited to termination of visiting privileges and where applicable, criminal prosecution.
- B. **All institution visiting rules shall be strictly enforced. Please read all rules and regulations carefully.**
- C. Any disruptive action which threatens the security of the institution shall result in termination of the visit, after approval of the shift commander. Each visiting area officer(s) shall submit a written report detailing the incident to the Superintendent before completing his/her tour of duty.
- D. Visitors are allowed onto state property, no more than one (1) hour prior to the designated visiting period.
- E. Upon completion of the visitor's visiting period, visitors are not permitted to loiter within the administration building and/or parking lot area and must leave state property. Violators to this directive may be subject to loss of visiting privileges.
 - 1. Upon entrance to the visiting room, inmates will provide the visiting room officer their institutional pass and institutional ID card.
 - 2. Seating will be on first come first served basis and only in those areas designated for inmates. As the inmates enter the visiting room they will take a seat at the direction of the visiting staff. When the visit has ended inmates will remain seated and wait to be stripped searched prior to exiting the visiting room. The visiting room sergeant or the OIC will monitor seating.
 - 3. Inmates as well as visitors are required to sit with their back flat against the chair and their feet flat on the ground, straddling of chairs is not allowed. Legs may not be crossed.
 - 4. Inmates are not allowed to give or receive any item to/from visitors.

5. Visitors will be allowed to use the designated toilet facilities in the visiting room lobby when necessary. The visitor must submit to a personal search (pat search) prior to re-entering the visiting room. The visitor will be required to sign the Search Log prior to search. Should the visitor be unable to wait for the bathroom facilities availability, the visitor shall have the option to end the visiting period and leave the institution. In this instance, the visitor shall not be allowed re-entry to the institution until the next visiting day. Whenever a child uses the bathroom an adult shall be present prior to conducting the personal search (pat search). If the adult enters the toilet facilities with a child, they are also subject to a personal search (pat search).
6. In the event an infant needs a diaper change, visiting room staff will do the following:
 - Search the clean diaper prior to the diaper change.
 - The officer inspecting the diaper will remain in the immediate area but will **NOT** maintain constant observation of the infant during the diaper change.
7. The designated visitor toilet facilities shall be searched prior to any visitor entering, after the visitor has exited, and after a personal search of the visitor has been completed.
8. Proper footwear must be worn in the visiting room.
9. No gum, cigarettes, candy, medication, money, or other items not authorized for retention by a visitor will be allowed into the visiting room. These items are to be secured in the lockers located in the visitor's lobby.
10. The introduction of guns or other weapons, controlled substances, alcohol, cellphones, electronic devices, or any other article into or out of the institution may result in loss of visiting privileges as well as criminal prosecution.
11. If a visitor appears to be under the influence of alcohol or any unknown substance or the odor of alcohol is detected they will be denied entrance. In this instance, notification of the shift commander shall be made.
12. Female visitors requesting to breast-feed their children will be directed to an attorney room for privacy of mother and child only.
 - a. Within the visiting room lobby area is one (1) newborn/infant nursing room (Attorney/Client Booth). This room is private and

separate from the visiting area and is in place to reasonably accommodate a nursing mother's request to nurse her child.

13. Physical contact between visitors and inmates shall be limited to a brief greeting at the start and at the completion of a visit. (e.g. one (1) embrace and one (1) closed mouthed kiss). Excessive or inappropriate physical contact may be cause for termination of the visit and loss of privileges.

14. Inmate Funds – Check or Money Order drop-off accounts

Visitors who choose to deposit funds into inmate accounts must do so by making a check or money order payable to the inmate and depositing it in the (blue) INMATE ACCOUNT BOX located in the main visitor processing lobby. **Note: CASH will not be accepted.** The funds will be deposited into the inmate account in the accordance with 103 DOC 405, Inmate Funds. Visitors must deposit only into the account of the person they are visiting.

Note: Visitors should include the address of the donor; thus facilitating an appropriate return of the document in case of discrepancy.

15. Personal Property Regulations

- a. No property items will be allowed to enter the facility with a visit.
- b. Visitors who wish to pick up an inmate's property that has been deemed as contraband or that the inmate wants removed from the institution shall be allowed to do so via the property department. Inmate property pick –up days are on Tuesdays and Thursdays only. Upon arrival and prior to entering for the visit, the visitor should notify the Ad. Control (OIC) and they will contact the property officer. The inmate must have sent prior authorization to the property OIC to release the property items.

16. Inmate Related Matters

- a. Inmates who are scheduled to serve disciplinary sanctions or are otherwise not able to receive visits, are responsible to notify visitors prior to the visit, if they desire to avoid limited/restricted or otherwise rejected visits.
 1. If the inmate's telephone privileges have been suspended, the inmate shall be afforded a supervised telephone call for the purpose of notifying any potential visitor(s) of said suspension. This telephone call will be facilitated by the inmate's assigned CPO/unit team sergeant.

- b. When an inmate's housing status changes abruptly (e.g. from general population to RHU, HSU, etc.) upon the inmate's request reasonable efforts will be made by the unit team staff to contact visitors and have them informed of visiting restriction.
- c. Inmates entering the visiting room shall be pat searched.
- d. Upon conclusion of each contact visit, all inmates shall be strip searched. If an inmate has a non-contact visit, he will be pat searched once the visit has concluded.
- e. Inmates will be allowed to use a designated bathroom in the visiting area. Inmates that are assigned to the non-contact visiting room will be allowed to return to their housing unit and utilize the bathroom in they assigned cell. This process may be time consuming due to operational needs of the institution and the amount of time lost during the visit will not be made up. All inmates requesting to use the designated restroom will be strip searched before and pat searched after restroom use.

17. Visiting Restrictions

- a. All inmates are eligible for visits. The exception pertains to those inmates temporarily on "Awaiting Action" status whom may pose a substantial threat to the institutional security as determined by the Superintendent or whom is:
 - 1. Restricted from visits due to security or health related concerns
 - 2. Inmates serving a disciplinary sanction, "Loss of Visits".
 - 3. Inmates serving room detention.
 - 4. Inmates that have been barred from the visiting room.

18. Visitor Parking

All visitors must park their vehicle in the area assigned for visitor's parking. All vehicles must be locked while on state property. Visitors will be required to list the registration of the vehicle they arrived in on the "Request to Visit" form. If requested by staff, a copy of the registration must be produced. Visitors are not allowed to loiter in the parking lot.

- All visitor vehicles and possessions are subject to search while on state property.
19. Attorney Visits
- a. 103 CMR 483, Visiting Procedure, states in part: “is applicable to all employees, visitors and inmates at all state correctional institutions, They shall apply to all visits including those by attorneys, law students, paralegals, clergy media, volunteers and tour groups, and to special events at correctional institutions.”
 - b. Law student(s) and/or paralegal(s) with intent to visit inmates housed in general population must do so during regular visiting hours excluding Fridays as the visiting room is closed on that day.
 - c. Attorneys, law students and paralegals shall be subject to all departmental regulations and institutional policies governing visitors, not directly in conflict with 103 CMR. 486, Attorney Access at Massachusetts Correctional Institutions.
 - d. Law Student(s) and/or paralegals are allowed to enter the facility between the hours of (9:00 a.m. – 11:30 a.m.), (1:00 p.m. – 4:00 p.m.) and (5:30 p.m. – 8:30 p.m.) NOTE: Law student(s) and/or paralegal(s) shall not be allowed to remain in the visiting area(s) during any major count.
 - e. Prior to entry into the institution, a law student or a paralegal shall be required to present identification if requested to do so by institutional personnel. That identification shall include one piece of identification with a photograph on it and a letter of introduction from his/her supervising attorney. The letter of introduction shall include the full name and address of the law student or paralegal, the supervising attorney’s business name, address and telephone number. No other identification shall be required.
 - f. No language in 103 CMR 486, Attorney Access at Massachusetts Correctional Institutions, one (1) through three (3) shall be interpreted to permit representation of an inmate by a paralegal at a Department of Correction disciplinary or classification hearing.
 - g. Attorneys with intent to visit inmates housed in general population will be processed in accordance with 103 CMR 486, Attorney Access at Massachusetts Correctional Institutions.

- h. Prior to entry into the facility, attorneys shall be required to complete the Attorney Request to Visit form, present a bar membership card and one other piece of identification with a photograph on it if requested to do so by institution personnel. No other identification shall be required.
- i. All attorneys entering the institution shall be subject to search. Such a search shall initially consist of passing through a fixed metal detector or hand-held scanner. If the attorney successfully passes through the metal detector or hand-held scanner, he/she shall be allowed to enter the institution without further search.
- j. Should either an initial hand scanner search performed under 103 CMR 486 or a secondary hand scanner search performed under 103 CMR 486, indicate the presence of an unexplained metal object on the attorney's person, the attorney shall satisfy the staff person conducting the search as to the cause of the interference. If this requires more than the removal of external clothing or accessories, the attorney shall be afforded the opportunity to consent in writing to a pat down or further search, such consent shall be recorded by his/her signing a log book kept for that purpose.
- k. Before any pat down or further search of an attorney is performed, a correction officer shall relay to the shift commander the reason for requesting the search. Pat down or further searches may take place only with the approval of the shift commander or such other person as the Superintendent may designate.
- l. Legal papers and materials – attorneys, law students and paralegals shall be permitted to carry papers and writing materials into the attorney/inmate interview area. Said papers and materials shall be subject to inspection for contraband by institutional personnel but shall not be read or copied.
- m. Attorneys, law students, or paralegals shall be permitted to leave papers or documents with inmates however, excessive amounts of papers or documents may be required to be processed through the institutional property officer. Papers or documents given to an attorney, law student or a paralegal by an inmate shall be subject to inspection for contraband by the institutional personnel following the visit but shall not be read or copied.
- n. Attorneys, law students, and paralegals are permitted to carry cameras, tape recorders, tapes, CDs and DVDs into the attorney/inmate interview area for use during an interview. Any

items authorized for entry will be documented at the top of the attorney/request to visit inmate form, and are subject to search. Attorneys, law students and paralegals shall take any tapes, DVDs or CDs used during inmate interviews out of the institution with them.

- o. Mailings are not allowed to be carried in/out of the institution. Any/all mailings shall be processed via the U.S. Postal Service only.
- p. Attorneys are allowed to bring in writing paper, one (1) pen, and legal papers for viewing/signing only. Removal of any mailings from the facility is strictly prohibited. No paperclips, metal binders, cellular telephones, palm pilots, BlackBerry (or similar electronic organizers), laptops/notebook computers, wallets and/or currency. Attorneys may wear a watch, a wedding ring and a religious medallion/medic alert bracelet.

Note: Should an attorney require the use of a notebook computer, the attorney should (time permitted) request authorization from the Superintendent at least (24) hours prior to the visit.

20. Barred Visitor Reinstatement –

- a. Visitors who have received a Barred Visitor notification and have exhausted the bar duration and are intending on visiting an inmate at MCI-Cedar Junction must request approval in writing to the Superintendent. If approved, the visitor will receive via the US Postal Service a reinstatement notice, reinstating their visiting privileges.

Note: Reinstatement Notification letter shall be presented to the visiting processing officer each time he/she visits.

III. VISITOR PROCESSING (483.10/483.11)

- A. The visitor processing center is located in the institution administration building lobby area and will open one (1) hour prior to the start of the designated visiting period. The visitor processing center will close at 8:00 p.m. **Note:** Visitors will not be allowed to enter the institution or be processed via the pedestrian trap area between the hours of 2:30p.m. and 3:15 p.m., due to an operational mandate.
- B. Person(s) whom appear to be under the influence of drug/alcohol will not be processed for visiting. In this instance, the shift commander shall be notified.

- C. Cellular telephone use is prohibited while in the administration building lobby.
- D. Smoking is prohibited on state property.
- E. Camera/photography is prohibited on state property – unless approved by the Superintendent.
- F. Visitors will be processed on a first come, first served basis. A ticket counter will be utilized to establish this order.
- G. Upon arrival, all visitors must obtain a numbered ticket from the ticket dispenser located at the visitor processing area.
- H. The visiting processing officer will display/announce a corresponding ticket number. The visitor with the identified ticket number will present themselves to the visitor processing officer and provide him/her with a current photographic identification card. Adults entering with a minor shall present to the visiting processing officer the minor's birth certificate or an official hospital record verifying the birth of the child and if the adult is not the parent or guardian, a copy of the approved minor consent form shall be with them each time they visit.
 - 1. The visitor processing officer will compare the visitor's ID with the IMS visitor log to determine if the visitor is pre-approved.
 - 2. For visitors pending approval (40-day), a CJIS check shall be conducted by the Ad. Control staff or the visiting process officer and this check shall be noted in the comments section of the family data screen in IMS.
- I. All visitors shall comply with the Department of Correction Visitor Dress Code (Attachment A).
 - 1. A visitor identified as being inappropriately attired may be afforded a one (1) time opportunity to comply with the visitor dress code. **Note:** Additional clothing must be secured in a locker or vehicle.
- J. Upon completion of the visitor processing, the visitor shall secure all personal belongings, (e.g., jewelry, watches, money, wallets, gum, candy, cell phones, lighters, vehicle keys and any other item), not allowed to enter the institution. **Note:** Visitors are required to secure personal effects in his/her car or in a locker available in the Ad. Control lobby. Lockers are available to visitors. Each time a visitor secures the locker, they need to deposit an additional quarter. **Note:** The institution is not responsible for money lost in the operation of the lockers or the safekeeping of the contents of the lockers while in use by visitors.

IV. SEPARATE HOUSING UNIT VISITS (483.09)

A. Health Services Unit (HSU) Visits

1. During business hours, inmates who are housed in the HSU due to medical reason may receive visits; however, authorization must be obtained by the shift commander. The Health Service Administrator (HSA) shall be contacted and a patient assessment for clinical/security issues will be conducted to determine if the patient is capable of receiving a visit in the non-contact visiting room will be initiated.
2. During non-business hours, inmates who are housed in the HSU, due to medical reasons may receive visits; however, authorization must be obtained by the shift commander. The unit OIC and the nursing supervisor shall be contacted and a patient assessment for clinical/security issues to determine if the patient is capable of receiving a visit in the non-contact visiting room will be initiated.
 - a. In the event the HSA determines the visit would be contraindicated by the patient's condition, the shift commander is to be notified. The shift commander or designee shall then inform the visitor that the current request to visit is denied and they will need to reschedule a visit through the Superintendent's office. The medical provider shall submit an incident report on IMS.
3. During business hours, inmates housed in the HSU due to being on a mental health watch may receive visits; however, authorization must be obtained by the shift commander. The mental health director shall be contacted and a patient assessment for clinical/security issues to determine is the patient is capable of receiving a visit in the non-contact visiting room will be initiated.

During non-business hours, inmates who are housed in the HSU due to being on a mental health watch may receive visits; however, authorization must be obtained by the shift commander. The nursing supervisor shall be contacted and a patient assessment for clinical/security issues to determine if the patient is capable of receiving a visit in the non-contact visiting room will be initiated.

- a. In the event the mental health director or nursing supervisor determines the visit would be contraindicated by the patient's condition, the shift commander is to be notified. The shift commander or designee shall then inform the visitor that the current request to visit is denied and they will need to reschedule a visit through the Superintendent's office. The mental health director of medical provider shall submit and incident report in IMS.

B. Ten Block Visits

1. Request to visit inmates who are being housed in Ten Block must schedule an appointment at least 24 hours in advance. Visits will be scheduled through the Ten Block unit officer at 508-660-8000 x130. Visitors shall call the institution to schedule a visit with an inmate housed in Ten Block, Monday – Friday 8:00 a.m. – 2:30 p.m. and 6:00 p.m. – 9:00 p.m.
 - a. After a visit has been scheduled for an inmate, the unit officer will issue a visitor notification slip to the inmate. The slip will indicate the name of the visitor and the date/time of the scheduled visit.
2. Ten Block Visiting Schedule –

TEN BLOCK VISITING SCHEDULE						
SUN	MON	TUE	WED	THU	FRI	SAT
CLOSED	8:30 a.m. – 9:30 a.m.	Reserved for Attorney/Legal Access Only	8:30 a.m. - 9:30 a.m.	Reserved for Attorney/Legal Access Only	8:30 a.m. – 9:30 a.m.	8:30 a.m. – 9:30 a.m.
	10:00 a.m.- 11:00 a.m.		10:00 a.m.- 11:00 a.m.		10:00 a.m.- 11:00 a.m.	10:00 a.m.- 11:00 a.m.
	1:00 p.m. – 2:00 p.m.		1:00p.m.– 2:00 p.m.		1:00 p.m. – 2:00 p.m.	1:00 p.m. – 2:00 p.m.
	6:45 p.m. – 7:45 p.m.		6:45 p.m. – 7:45 p.m.		6:45 p.m. – 7:45 p.m.	6:45 p.m. – 7:45 p.m.
	8:00 p.m. – 9: 00 p.m.		8: 00 p.m. – 9: 00 p.m.		8:00 p.m. – 9: 00 p.m.	8:00 p.m. – 9: 00 p.m.

Holiday schedules shall follow the visiting schedule for the assigned day, unless otherwise altered/authorized by the Superintendent.

3. Attorney visits will be conducted in accordance with 103 CMR 486, Attorney Access at Massachusetts Correctional Institutions, and will take place in the contact visiting area of Ten Block (unless specified otherwise by either the attorney, the inmate or at the discretion of the Superintendent or his/her designee).
4. Maximum number of visitors allowed per visit four (4) however, only two (2) of the visitors may be adults. Note: For seating purposes only, person(s) that are the age of thirteen (13) or older will be considered an adult. Small children should sit on the lap of the adult. If a child is too large to sit on a lap, he/she may stand. Only one (1) child will be permitted to stand at a time.

5. Visitors shall arrive prior to the time of the appointment at the visitor processing window in the main lobby. The visitor processing officer shall ensure that the visitor is processed in a timely manner in an attempt to allow the visitor to gain entrance to Ten Block at the scheduled appointment time (if the visitor is twenty minutes late, the visit is canceled and must be rescheduled). The visitor shall submit a valid ID to the visitor processing officer. If the visitor processing window is not open, visitors must proceed to the Ad-Control service window and indicate they have a scheduled visit. After verifying the identity of the visitor, the officer will notify Ten Block staff and the visiting room/escort officer that the visitor has arrived. The visiting room/escort officer shall escort the visitor to the Ten Block visiting area.
6. The inmate will be placed in the non-contact visiting room before the visitor arrives. Handcuffs will be removed at the door to the area (extra restraint status will keep leg irons on).
7. Upon completion of the visit, the Ten Block OIC will contact the visiting room/escort officer and advise as to the need for a visitor escort from Ten Block back to the administration building.
8. Upon completion of the visit, and after the visitor has left the area, the inmate will be strip searched, have the proper restraints applied (at the entrance of the non-contact visiting room) and returned to his cell.
9. Requests for special visits by clergy shall be submitted for approval to the Superintendent/designee via the institution Chaplain.

C. Department Disciplinary Unit (DDU) Visits

1. Visits must be scheduled at least 48 hours in advance. Visiting appointments are processed at 8:00 a.m. business days Monday – Friday. Appointments received after 8:00 a.m. are not processed until 8:00 a.m. the following business day. For example a call for a visit on a Monday after 8:00 a.m. will be processed on Tuesday at 8:00 a.m. All visits must be scheduled is at least 48 hours in advance therefore, the earliest day for this visit to be scheduled would be on Thursday.

The intended visitor is responsible for contacting the DDU Visiting Phone Line at (508)660-8000 ext. 650, Monday through Friday, 24 hours a day. Only one visiting appointment per phone call is allowed.

The visitor **MUST** leave a message with the names of the individuals that will be visiting. The visitor **MUST** also leave the date and time of the visit. A phone number of the visitor **MUST** be given. The phone number must be a number that the visitor can be reached in case the visiting

appointment cannot be made. Failure to follow any of these procedures will result in the visiting appointment not being made. If for any reason the visitors' appointment cannot be made they will receive a phone call as soon as possible informing them of such. If they do not receive a phone call, the visiting appointment has been scheduled.

The DDU automated visiting phone system is only to be utilized to schedule a visit. No other information can be obtained.

2. DDU Visiting Schedule

DEPARTMENT DISCIPLINARY UNIT (DDU) VISITING SCHEDULE						
SUN	MON	TUE	WED	THU	FRI	SAT
CLOSED	9:00 a.m. – 10:00 a.m.	Reserved for Attorney/Legal Access Only	Reserved for Attorney/Legal Access Only	9:00 a.m. – 10:00 a.m.	9:00 a.m. – 10:00 a.m.	9:00 a.m. – 10:00 a.m.
	10:00 a.m. –11:00a.m.			10:00 a.m. – 11:00a.m.	10:00 a.m. –11:00a.m.	10:00 a.m. –11:00a.m.
	1:00 p.m. – 2:00 p.m.			1:00 p.m. – 2:00 p.m.	1:00 p.m. – 2:00 p.m.	1:00 p.m. – 2:00 p.m.
	2:00 p.m. – 3:00 p.m.			2:00 p.m. – 3:00 p.m.	2:00 p.m. – 3:00 p.m.	2:00 p.m. – 3:00 p.m.
	6:00 p.m. – 7:00 p.m.			6:00 p.m. – 7:00 p.m.	6:00 p.m. – 7:00 p.m.	6:00 p.m. – 7:00 p.m.
	7:00 p.m. - 8:00 p.m.			7:00 p.m. - 8:00 p.m.	7:00 p.m. - 8:00 p.m.	7:00 p.m. - 8:00 p.m.

Holiday schedules shall follow the visiting schedule for the assigned day, unless otherwise altered/authorized by the Superintendent.

3. Attorney visits will be conducted in accordance with 103 CMR 486, Attorney Access at Massachusetts Correctional Institutions, and will take place in the contact visiting area of the DDU (unless otherwise specified by either the attorney, the inmate or at the discretion of the Superintendent or his/her designee).
4. Maximum number of visitors allowed per visit four (4) however, only two (2) of the visitors may be adults. Note: For seating purposes only, person(s) that are the age of thirteen (13) or older will be considered an adult. Small children should sit on the lap of the adult. If a child is too

large to sit on a lap, he/she may stand. Only one (1) child will be permitted to stand at a time.

Four (4) visits is the maximum number of visits an inmate may earn any month. **DDU inmates will earn visiting privileges as follows:**

- Maintain satisfactory adjustment for 30 consecutive days in order to have one (1) visiting period in the following month.
 - Maintain satisfactory adjustment for 60 consecutive days in order to have two (2) visiting periods in the following month
 - Maintain satisfactory adjustment for 90 consecutive days in order to have three (3) visiting periods in the following month.
 - Maintain satisfactory adjustment for 120 consecutive days in order to have four (4) visiting periods in the following month.
5. Visitors shall arrive thirty minutes prior to the time of the appointment at the visitor processing window in the main lobby. The visitor processing officer shall ensure that the visitor is processed in a timely manner in an attempt to allow the visitor to gain entrance to the DDU at the scheduled appointment time (if the visitor is twenty minutes late for the scheduled appointment time, the visit is canceled and must be rescheduled). The visitor shall submit a valid ID card to the visitor processing officer. If the visitor processing window is not open, visitors must proceed to the Ad. Control service window and indicate they have a scheduled visit. After verifying the identity of the visitor, the officer will notify the DDU staff of the visitor arrival, the DDU OIC shall deploy an escort officer to the administration building. The DDU escort Officer shall escort the visitor to the DDU visiting area.
 6. Inmate will be placed in the non-contact visiting room before the visitor arrives. Handcuffs will be removed but leg irons will remain on and secured to the floor.
 7. Upon completion of the visit, the DDU OIC will assign the DDU escort officer to escort the visitor from the DDU back to the administration building.
 8. Upon completion of the visit, and after the visitor has left the area, the inmate will be strip searched, have the handcuffs/leg irons applied (at the entrance of the non-contact visiting room) and be returned to his cell.
 9. Requests for special visits by clergy shall be submitted for approval to the Superintendent/designee via the institution Chaplain.

D. Behavioral Management Unit (BMU) Visits

1. Visiting privileges for BMU inmates shall be determined by the individual inmate’s progress within the treatment program. Visits shall be conducted in the BMU non-contact visiting room and will be one (1) hour in duration. The following details the minimal number of visits an inmate is allowed based on the Phase the inmate is on (additional visits may be “ordered” based on earned incentive points).

PHASE 1	PHASE 2	PHASE 3	PHASE 4
1 Visit per month	2 Visits per month	1 Visit per week	2 Visits per week

2. Attorney visits will be conducted in accordance with 103 CMR 486, Attorney Access at Massachusetts Correctional Institutions, and will take place in the contact visiting area of the BMU (unless specified otherwise by either the attorney, the inmate or at the discretion of the Superintendent or his/her designee).
3. Visits shall not conflict with unit operations or inmate therapeutic program activities.
4. Visits may be suspended for any inmate housed in the BMU.
5. Request to visit inmates who are being housed in the BMU must be scheduled at least 24 hours in advance and no more than seven (7) days in advance. Visits can be scheduled through the BMU unit officer at 508-660-8000 Ext. 158, Monday – Friday, 8:00 a.m. – 2:30 p.m. and 6:00 p.m. – 9:00 p.m.

BMU VISITING SCHDEULE

SUN	MON	TUE	WED	THU	FRI	SAT
6:00 p.m. – 7:00 p.m.	6:00 p.m. – 7:00 p.m.	6:00 p.m. – 7:00 p.m.	6:00 p.m. – 7:00 p.m.	6:00 p.m. – 7:00 p.m.	6:00 p.m. – 7:00 p.m.	6:00 p.m. – 7:00 p.m.
7:30 p.m. – 8:30 p.m.	7:30 p.m. – 8:30 p.m.	7:30 p.m. – 8:30 p.m.	7:30 p.m. – 8:30 p.m.	7:30 p.m. – 8:30 p.m.	7:30 p.m. – 8:30 p.m.	7:30 p.m. – 8:30 p.m.
10:00 a.m. – 11:00 a.m.						10:00 a.m. – 11:00 a.m.

6. Visitors should arrive thirty minutes prior to the scheduled visiting appointment to ensure that the visitor is processed in a timely manner. If

the visitor is more than twenty minutes late for the scheduled visiting period the visit may be canceled.

7. The visitor shall submit a valid ID to the visitor processing officer. If the visitor processing window is not open, visitors must proceed to the Ad. Control service window and indicate they have a scheduled visit. After verifying the identity of the visitor, the officer will notify the BMU staff and the visiting room/escort officer that the visitor has arrived. The visiting room/escort officer shall escort the visitor to the BMU visiting area.
8. Inmates will be placed in the unit non-contact visiting room before the visitor arrives. Appropriate restraints will be utilized in accordance with the Phase the inmate is currently participating in.
9. Upon completion of the visit, the BMU OIC will contact the visiting room/escort officer and request a visitor escort from the BMU back to the administration building.
10. Upon completion of the visit and after the visitor has left the area the inmate will be strip searched, the appropriate restraints will be utilized (at the entrance of the non contact visiting room) and returned to his cell.
11. Request for special visits by clergy shall be submitted for approval to the Superintendent or his/her designee via the institution Chaplain.

V. TRANSPORTATION TO/ FROM MCI-CEDAR JUNCTION (483.07)

Transportation to/from MCI-Cedar Junction is limited to MBTA/Taxi services only. The following avenues of transportation are available:

Local Transportation Information:

Train: MBTA is located at Walpole Center

The train and bus routes make several stops daily at Walpole Center. Taxi services are available from that point. Walpole Center is approximately five (5) miles to/from MCI-Cedar Junction at Walpole.

Directions to MCI-Cedar Junction

Direction from Boston –

Take Route 93 South / Southeast Expressway to the Braintree split at Route 3. Take Route 128/93 to Route 95 South. Take Route 1 South/Wrentham exit. Follow past Patriot Place to the third set of lights (Lafayette House on right). Turn right onto Pine Street. At the stop sign, turn right onto Route 115. At the first set

of lights turn right onto Route 1A North. Go approximately 9/10ths of a mile, up a steep hill, MCI-Cedar Junction is at the top of the hill on the left.

Directions from the North –

Take 495 South to exit 15 (Route 1A North / Wrentham). Go approximately 9 miles and through 2 sets of lights. At Route 1A/Route 115 intersections, go approximately 9/10ths of a mile, up a steep hill, MCI-Cedar Junction is at the top of the hill on the left.

Directions from the South –

Take Route 495 North to exit 14 (Route 1 North). Follow Route 1 North past Foxboro State Police Barracks to the first set of traffic lights (Lafayette House on left). Turn left onto Pine Street. At the stop sign, turn right onto Route 115. At the first set of lights, turn right on to Route 1A North. Go approximately 9/10ths of a mile up a steep hill, MCI-Cedar Junction is at the top of the hill on the left.

Directions from the East –

Take Route 140 West to Wrentham Center, Take a right at the set of traffic lights onto Route 1A North approximately 9/10ths of a mile up a steep hill, MCI-Cedar Junction is at the top of the hill on the left.

Directions from the West –

Take the Massachusetts Turnpike East to Route 495 South to exit 15A (Route 1A North / Wrentham). Go approximately 9 miles and through two sets of traffic lights. Follow Route 1A North approximately 9/10ths of a mile up a steep hill, MCI-Cedar Junction is at the top of the hill on the left.

Institution Address Information

Mailing Address

MCI-Cedar Junction
P.O. Box 100
South Walpole, MA 02071

Physical Address

MCI-Cedar Junction
2405 Main Street
South Walpole, MA 02071

Phone Number

508-660-8000

GPS Address

MCI-Cedar Junction
22 Dedham St.
Norfolk, MA 02056

VI. SEARCHES OF VISITORS

- A. Upon entry to the pedestrian trap, visitors must disclose to the searching officer(s) any article they are carrying on their person except the clothes they are wearing. Anyone who attempts to carry in or out of the institution any article without

knowledge of the admitting or searching officer shall be liable to arrest and loss of visiting privileges.

1. Use of Drug Detecting Dogs

- a. The use of non-aggressive drug detecting dogs has been implemented to alert correctional staff to the presence of drug contraband.
- b. The dogs will have no physical contact with individuals.
- c. If a visitor informs staff that he/she has an allergy to certain animals, he/she must submit a written request to the Superintendent accompanied by a signed physician's order confirming the necessity for the alternate search. The physician's order provided must be from a licensed physician and appear on his/her letterhead. The physician must also confirm in writing that even brief exposure would pose a medical concern.
- d. Once the request is received and reviewed, a letter will be sent to the Ad. Control OIC approving or denying the request.
- e. A copy of the Superintendents' written approval shall be kept on the visitors' person and provided to control room staff upon entrance to any DOC institution.

B. All visitors must successfully pass through the metal detector and/or scanner. In addition, the 7x3 shift commander shall designate the personal search number of the day. These visitors will be subject to a personal search prior to entry.

C. Visitors that have artificial limbs or prosthetic devices shall remove those items for inspection by correctional staff. Such searches shall be done in an area out of view of other visitors, and shall be conducted by a correctional employee of the same sex as the visitor. Upon request by the visitor, this search shall be conducted by a correctional employee of the same gender as the one with which the visitor identifies.

D. Employees conducting searches shall do so in a professional and courteous manner. Personal searches shall be conducted by a correctional employee of the same sex as the visitor. Upon request by the visitor, personal searches shall be conducted by a correctional employee of the same gender as the one with which the visitor identifies.

F. All searches of minors and infants must be conducted in the presence of the adult (legal guardian / parent) who is accompanying them. Any further search of a child/minor shall be done only with the approval of the parent/legal guardian and in their presence.

G.

- F. At no time should the minor child be left in the pedestrian trap with any visitor who is not the parent or legal guardian of the minor. All minors will be processed with their parents or legal guardian. The trap officer shall not process more than six (6) visitors at a time (including minors).
- G. The pedestrian trap officer may process less than six (6) visitors to maintain proper security, if deemed necessary.
- H. The pedestrian trap officer shall advise all visitors prior to entering the trap of the items that are allowed to be carried on the visitor prior to entering the visiting room. (Locker key, approved personal medication, traditional engagement ring/wedding band, religious medallion and medical alert jewelry). All other items should be secured inside the lockers.
- I. Visitors shall be directed by the pedestrian trap officer to remain at the front of the entrance until the officer gives further direction.
- J. Visitors shall be instructed to remove all outer garments (e.g. belts, sweater, shoes) and empty all contents of their pockets and place all items inside the designated blue buckets, the visitors will then be instructed to turn their pockets inside out if possible. The trap officer shall search all pockets that cannot be turned inside out.
- K. The trap officer shall search all personal belongings for any contraband (outer garments/all items inside the bucket) and place it on the designated search table, away from the visitor's reach.
- L. The officer will then have the visitor successfully pass the metal detector prior to directing the visitor to the cleared area. If the visitor does not pass the metal detector, the visitor will be required to consent to a personal search prior to entrance. This procedure will be followed for each visitor prior to being directed to the cleared area. Any visitor who refuses a personal search may opt to leave the institution rather than submit to the search. The shift commander should be notified prior to the visitor leaving the pedestrian trap.
- M. At no time shall a visitor who has failed the required search come in contact with any visitor(s) who have been cleared.
- N. At no time should the pedestrian tower officer open the inner door to the pedestrian trap, unless all visitors have successfully passed the required search and they have received the signal of the day.

- O. For any reason, should the above procedure become compromised, the pedestrian trap officer shall re-search all the visitors inside the trap area prior to allowing access inside the institution/visiting room.
- P. Visiting room staff shall ensure all areas of the visiting room are searched prior to any visitors or inmates being allowed in the area, and again once all visitors and inmates have exited the area. This shall be documented as a common area search in IMS.
- Q. A personal search of a visitor may not be conducted without prior authorization of the shift commander unless the visitor is identified as being the designated number of the day. The visitor shall be granted the opportunity to leave the institution rather than submit to a personal search unless:
1. The employee has those arrest powers granted by the authority of MGL c.127, §127 and;
 2. The employee has probable cause to believe that the visitor has committed an arrestable offense, and;
 3. The employee has probable cause to believe that the visitor has seizable evidence concealed on his/her person.
 - Under these conditions, a personal search incident to arrest may be conducted:

If contraband is found and is of a criminal nature (e.g. weapons, drugs) the state or local police shall be contacted if approved by the Superintendent. The Shift Commander may temporarily detain the visitor(s) until the police arrive for up to one (1) hour. After one (1) hour the detained visitor shall be released and criminal charges will be filed if authorized by Superintendent.
- R. Any person refusing to submit to any aspect of the search procedures shall be denied entrance into the institution. When the refusal occurs under circumstances indicating that the most likely motive for refusal may be to prevent discovery of concealed articles, where a suspicious pattern of refusals is apparent or where a visitor engages in offensive or assaultive behavior during the search process, his/her visiting privileges may be suspended or terminated. The procedure outlined in 103 CMR 483 shall be followed.